

This supersedes previous guidance in Phase I

# **Air Force Reserve Command Leave Carryover Program Policy Guidance Phase II 26 Jun 2014**



**U.S. AIR FORCE**

**NOTE: Phase II incorporates MPA carryover and implements significant changes to the request process.**

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## **PROGRAM POINTS OF CONTACT**

For questions or inquiries please have Unit Reserve members contact their Military Personnel Section (MPS). Individual Mobilization Augmentees (IMAs)/Individual Reservist (IR) should contact their Program Manager (PM).

MPSs, PMs, RMG, and RPOs may address questions and concerns to the Command points of contact below:

HQ AFRC/A1    SMSgt Jamesha Barnes, DSN 497-1243; 800-223-1784 extension 497-1243  
                  CMSgt Gerald Bynum, DSN 497-1263; 800-223-1784 extension 497-1263

HQ AFRC/FM    Ms Debra Chavanne, DSN 497-1469; 800-223-1784 extension 497-1469  
                  Ms. Cynthia Branham, DSN 497-1417; 800-223-1784 extension 497-1417

# SECTION 1



## DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

20 Mar 14

MEMORANDUM FOR NAF/CCs, WG/CCs, RMG/CC and FSS/DPs

FROM: HQ AFRC/A1K  
155 Richard Ray Blvd  
Robins AFB GA 31098-1635

SUBJECT: AFR Leave Carryover Program Policy Guidance – Phase II

1. This policy supersedes AFR Leave Carryover Program Policy Guidance – Phase I. In accordance with 10 USC 701(k), the FY11 NDAA authorized Reserve Component members to carry leave forward from one active duty long tour (tours of 30 days or more) to another tour. Therefore, effective 9 Oct 13 AFR members coming off a MPA or RPA active duty tour will be allowed to carry any unused leave to a subsequent MPA or RPA active duty long tour.
2. Per AFI 36-3003, *Military Leave Program*, limits apply to the AFR Leave Carryover policy. Members are strongly encouraged to use leave when it is earned. Members may not carry more than 60 days (currently up to 75 days until 30 Sep 15) of leave forward unless authorized Special Leave Accrual. Leave in excess of these limits will be lost at the end of the FY.
3. For questions or inquiries please have Unit Reserve members contact their Military Personnel Section (MPS). Individual Mobilization Augmentees (IMAs)/Individual Reservist (IR) should contact their Program Manager (PM). The command POCs for Leave Carryover guidance are HQ AFRC/A1KP, SMSgt Jamesha Barnes, DSN 497-1243, CMSgt Gerald Bynum, DSN 497-1263 and HQ AFRC/FMPQ, Ms. Debra Chavanne, DSN 497-1469, Ms. Cynthia Branham, DSN 497-1417.

//SIGNED //  
EARNEST W. SOWELL  
Deputy Chief, Personnel Division  
Directorate of Manpower, Personnel and Services

## SECTION 2

### **PHASE II - AFR LEAVE CARRYOVER POLICY**

1. This policy provides guidance for implementation of the FY11 NDAA approved Reserve Component (RC) Leave Carryover authority per 10 USC, Sec 701(k). **Phase II of this policy is applicable to leave earned and used while on MPA or RPA tours. REFERENCES: DoDI 1327.06, *Leave and Liberty Policy and Procedures*; AFI 36-3003, *Military Leave Program*.**
2. **GENERAL INFO:** The FY11 NDAA authorized RC members to carry leave earned during an active duty tour from one active duty tour to another active duty long tour for future use. This authority modifies the requirement for reservists to use, sell, or lose their earned leave at the end of an active duty tour. The use of leave carryover is not restricted to the next tour, but may only be used on future/subsequent tours that are 30 days or more (long tours). While members are authorized to carry leave forward, it is important that they be reminded that leave should be taken when earned unless circumstances do not afford the member the opportunity to do so. **Commanders are strongly encouraged to allow members to take leave during the tour in which the leave was earned, there is no guarantee leave carried forward can be used due to unforeseen mission requirements.**
3. **ACCESSING LEAVE CARRYOVER:** A member must be on an active duty long tour to use leave carryover from a previous tour and will not be placed on an active order for the sole purpose of taking carried over leave. **Members who wish to take leave carryover during a projected tour must coordinate with and gain approval from the gaining unit commander prior to starting the tour.** Leave will be taken within the parameters of the order for which approved and the leave will be charged to that specific order and appropriation. It is within the gaining commander's purview to approve, disapprove or cancel leave if mission requirements or circumstances dictate, i.e., disciplinary actions. If the leave is withdrawn by the member or cancelled by the gaining commander, it will be credited back to the member's leave balance. When a member does not take leave during a tour of duty and chooses not to sell it, this leave must be carried forward to the next active duty long tour using the AF Form 1089, *Leave Settlement Option* (Section 6), by annotating in the Remarks block the member's leave option. Generally, when used, leave will be charged with the most recently accrued leave charged first. This method is known as Last In, First Out. As an exception, Combat Zone Tax Exclusion (CZTE) leave will always be charged first, regardless of when it was earned. If an order is modified to accommodate leave carryover, then that leave, plus all accrued leave, is expected to be used by the member within that order.

## **SECTION 2 (cont'd)**

### **PHASE II - AFR LEAVE CARRYOVER POLICY**

4. **USING LEAVE CARRYOVER:** Prior to orders being issued, members requesting to use leave carryover on the upcoming long tour of duty, will prepare the Leave Carryover Statement of Understanding and Election Memo (Section 5) and provide their last LES showing their leave balance along with a copy of the last order to their unit supervisor to verify carryover leave is available. Once verified and signed by the unit supervisor, members will provide the signed memo to the gaining commander. This allows the commander to validate the member's available leave carryover and to determine whether or not to approve the use of leave carryover. If approved, the orders will state "Member is authorized to use XX days of leave carryover in addition to normal leave accrued during this tour," either as a part of the original order or as an amendment to it.

5. **LEAVE CARRYOVER LIMITATIONS:** Per AFI 36-3003, *Military Leave Program*, members may not carry more than 60 days (currently extended to 75 days until 30 Sep 2015) of leave from one Fiscal Year (FY) to the next unless authorized Special Leave Accrual. Leave in excess of these limits will be truncated at the end of the fiscal year. **Due to statutory limitations, carryover leave cannot be taken in conjunction with an Annual Tour.** Moreover, members who would enter sanctuary (for the purpose of an active duty retirement) if leave carryover is granted, must sign a sanctuary waiver in order to be authorized leave carryover (AFI 36-2131, para 2.1.1.1). Any service member who is discharged under "other than honorable conditions" shall forfeit all accrued leave IAW AFI 36-3003.

6. **TRANSFERRING LEAVE CARRYOVER:** Members who transfer from the Regular AF (except for members transferring into the AGR program with no break in service), ANG or other service cannot carry leave into the AFR. Members must settle all leave accounts prior to transferring. For AFR members transferring within the Selected Reserve from AGR, the losing Reserve Pay Office (RPO)/Financial Services Office (FSO) will submit a CMS case to request accrued leave be transferred to the member's new pay record.

7. **SELLING LEAVE BACK:** Sell back of leave carryover will be limited to 60 days per career (not including excepted leave). Excepted leave is leave earned under the following conditions: (a) Active duty in support of contingency operations, (b) Periods of continuous active duty of 31 to 365 Days beginning on or after October 1, 2001 (for one order), or (c) Death on Active Duty. Furthermore, leave carryover can only be sold back when a member is reenlisting, separating, or retiring. In the case of a reenlistment, the member must be on an order when they reenlist in order to sell leave carryover. Members who have leave remaining when they separate/retire and have sold back 60 days will lose any remaining leave balance. For these reasons, members are strongly encouraged to take leave during the tour in which the leave was earned.

## SECTION 3

<b>LEAVE CARRYOVER PROCESSING NARRATIVE</b>		
<b>1</b>	<b>Gaining Commander</b>	Requests a member obtain MPA/RPA long tour orders
<b>2</b>	<b>Member</b>	Submits most current Leave and Earnings Statement (LES), copy of the last active duty long tour order and the signed Leave Carryover Statement of Understanding and Election Memo (Section 5) to the supervisor. NOTE: If a member has a leave balance they need to complete, regardless of whether requesting to use leave carryover for this tour or not. This ensures that leave is properly carried forward from one tour to the next.
<b>3</b>	<b>Unit Supervisor</b>	Reviews required documentation (step 2) and verifies carryover leave days and signs memo with concurrence, nonconcurrence, or modification and forwards to member.
<b>4</b>	<b>Member</b>	Submits signed memo and required documentation (step 2) to gaining commander.
<b>5</b>	<b>Gaining Commander</b>	Signs memo with modification, approval, or disapproval. If disapproved, the process ends. If approved or modified, the Commander will: (1) For MPA requirements: ensure tour end date in CMAS message reflects leave carryover days and that a remark is included in CMAS message to state the number of days of leave carryover approved for tour; (2) For RPA requirements: return memo to the member.
<b>6</b>	<b>Member</b>	Submits signed memo (if approved or modified) to Clerk for orders. If disapproved process ends.
<b>7</b>	<b>Orders Clerk</b>	Ensures MPA/RPA long tour order includes the following remarks: "Member is approved to use XX days of leave carryover on this tour. If order is modified to accommodate leave carryover, then member is expected to use all leave, both approved carryover and accrued leave, within the order. Note: For MPA tours, input tour end date based on CMAS message and ensure the CMAS message includes in the remarks the number of leave carryover days approved. If not, do not prepare orders until CMAS message includes this information.
<b>8</b>	<b>Member</b>	Submits order, approved Leave Carryover Statement of Understanding and Election memo, and the most current LES to the Reserve Pay Office (RPO).
<b>9</b>	<b>RPO</b>	Moves closed (previous) Leave Management Records (LMR) forward to current long tour LMR, see PIM entitled, "RPO Guidance For Processing Leave Carryover".
<b>10</b>	<b>Member</b>	Verifies with RPO leave has been moved to the current LMR <b>prior</b> to taking carryover leave in order to prevent a possible debt. Note: At the end of tour, member must complete AF Form 1089, Leave Settlement Option, to turn in to the RPO to settle any remaining leave balances.
<b>11</b>	<b>Member/Supervisor/ Gaining Commander/RPO</b>	From this point, follow normal leave policy rules. Submit AF Form 988; obtain approval/disapproval of supervisor/gaining commander; submit to RPO, as appropriate, for leave authorization number; follow policy for Part II and III of AF Form 988.

## **SECTION 4**

### **FREQUENTLY ASKED QUESTIONS (FAQs)**

Q1: What date will I be able to carryover leave and what date will I be able to use that leave?

A1: Effective 1 Nov 12, members who were on a RPA tour were allowed to carryover leave earned on those types of tours and effective 1 Jan 13, members who were on a RPA tour were allowed to use leave that was carried over.

Effective 9 Oct 13, members who were on a MPA tour were allowed to carryover leave earned on those types of tours. Members who were on a MPA tour were allowed to use leave that was carried over.

Q2: How many days am I allowed to carryover and for how long?

A2: Members are subject to the provisions of AFI 36-3003, which states that a member may not carry more than 60 days (currently up to 75 days until 30 Sep 15) of leave forward unless authorized Special Leave Accrual (SLA). Leave in excess of these limits will be lost at the end of the fiscal year.

Q3: Who is the approval authority for allowing the member to use leave carryover?

A3: The gaining commander must authorize the member to use leave carryover during a tour. Member must obtain the gaining commander's approval to use leave carryover prior to RPA/MPA orders being processed. **NOTE: Members are strongly encouraged to take leave during the tour in which the leave was earned.**

Q4: Can a member take leave carryover during a short tour (less than 30 days)?

A4: No. Members are not allowed to use leave carryover during a short tour. Member must be on a long tour (30 days or more) to have an open Leave Management Record (LMR) for posting and taking of leave.

Q5: Will members be allowed to extend a RPA/MPA tour for the sole purpose of taking leave carryover?

A5: No, orders will not be extended for the sole purpose of taking leave carryover. However, with the gaining commander's approval of a leave carryover request, the leave carryover days will be "built into the orders" upfront and prior to orders initial publication, as part of the "tour length." Once the orders are published, the orders cannot be amended, after the fact, for extending the order for the sole purpose of taking leave/leave carryover days.

Q6: Will members be allowed to use the leave carryover during their annual tour?

A6: No. Leave carryover may only be used during an RPA or MPA long tour.

Q7: How can I obtain my leave carryover balance or will it show up on my LES?

A7: You must use the last LES from the previous order(s) to obtain your leave carryover balance.

Q8: What should member do if the leave balance on his/her LES is incorrect?

A8: Talk to Reserve Pay Office (RPO) to try to determine cause. Member may need to provide RPO with previous LESs that reflect accurate leave days.

Q9: Will I still have the option to sell back my leave (earned from the current tour) at the end of my tour?

A9: Yes.

Q10: Can I sell leave carried forward at a future date if I choose not to use it?

A10: Yes, however AF leave sellback rules will be applied. Therefore, leave carried forward from one order to another can only be sold back when a member is reenlisting (member must be on a long tour order when they reenlist in order to sell leave carryover), separating or retiring. The 60 day sell back career limitation also applies to leave carried forward. Any leave that exceeds the 60 day sell back limitation will be lost upon separation/retirement. NOTE: Members are strongly encouraged to take leave during the tour in which the leave was earned.

Q11: What will happen to my leave carryover if I retire before I can use the leave?

A11: The member will be allowed to sell back the leave prior to retirement, provided they have not sold back the career maximum limit (60 days); otherwise the leave will be lost.

Q12: Can members enter sanctuary if they are using leave carryover?

A12: No. Commanders must ensure that all members (who will enter sanctuary for the purpose of an active duty retirement) sign a sanctuary waiver prior to authorizing the use of leave carryover (AFI 36-2131, para 2.1.1.1.).

Q13: If I earned the leave during a MPA tour can I use the leave when I'm on a RPA tour?

A13: Yes. Leave carryover can be utilized on either tour whether earned while on a RPA or MPA tour.

Q14: Can a Guard member transfer leave carryover to AFR?

A14: No.



## **SECTION 5**

<b>LEAVE CARRYOVER STATEMENT OF UNDERSTANDING AND ELECTION</b>
--

DD MMM YY

MEMORANDUM FOR SUPERVISOR

FROM: 123 FSS/FSMPS (MEMBER'S NAME)

SUBJECT: Leave Carryover Statement of Understanding and Election

(Please initial)

1. \_\_\_ I (Typed, Rank, Name, and last 4 of SSN) have read the Air Force Reserve Command Leave Carryover Program Policy Guidance Phase II, understand the impact that it has on my tour/leave balance and have attached a copy of my leave and earnings statement (LES).
2. \_\_\_ I understand IAW 10 USC 701(k), the FY11 NDAA authorized Reserve Component members to carry leave forward from active duty tour to another tour.
3. \_\_\_ In conjunction with my MPA/RPA tour duty starting \_\_\_\_\_, I hereby request to carry forward all of my accrued leave as noted below.

**Carry Forward All of My Accrued Leave: \_\_\_\_\_ # of Days**

(This is done to maintain visibility of all accrued leave. Provide all applicable Leave and Earnings Statements along with applicable orders to use in verifying carry forward leave.)

4. \_\_\_ I understand that if my order includes an extension to accommodate approved leave carryover, I must use that leave plus any accrued leave within this order.
6. \_\_\_ I understand I will lose the balance that exceeds 60 days (currently 75 days until 30 Sep 15) when crossing fiscal years, unless I am on a tour of duty that places me in a Special Leave Accrual policy.
7. \_\_\_ I understand leave is not a career continuation incentive through the accrual of large leave balances.
8. \_\_\_ The following leave was earned while in a combat zone and is tax deductible. Therefore, I am identifying the pertinent information so that taxes may be credited back to me.  
  
\_\_\_\_\_ Days of leave earned on order# \_\_\_\_\_ were in a combat zone (if applicable)

9. \_\_\_ I am requesting to use \_\_\_ days of carry forward leave for this tour.

\_\_\_\_\_  
Member's Full Signature and Date

1st Ind to 123 FSS/FSMPS, DD MMM YY, Leave Carryover Statement of Understanding and Election

123 FSS/FSMPS (Member's name)

MEMORANDUM FOR 123 FSS/CC

I have reviewed the LES and applicable orders to verify leave balances as noted above. I have also counseled the member the maximum number of days allowed to carry forward at the end of each fiscal year is 60 days (currently 75 days until 30 Sep 15).

\_\_\_\_\_  
Supervisor Signature Block and Date

Attachments:  
LES and Order

2nd Ind, 123 FSS/FSMPS

MEMORANDUM FOR 123 FSS/FSMPS

I approve/disapprove (circle one) the member's request to use leave carryover during the upcoming tour. {Or, the commander can choose to modify the request and approve it in part.} I understand that leave days will be added to the order for which approved and these leave days will be charged to the order and the applicable appropriation. For MPA requirements, I will ensure the tour end date in the CMAS message reflects the additional leave carryover days and that a remark is included in the CMAS message to state the number of days of leave carryover approved for the tour.

\_\_\_\_\_ RPA requirement      \_\_\_\_\_ MPA requirement

\_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved

\_\_\_\_\_  
Commander Signature Block and Date

# SECTION 6

## SAMPLE AF FORM 1089

LEAVE SETTLEMENT OPTION			
<i>PRIVACY ACT STATEMENT</i>			
<small>AUTHORITY: 10 U.S.C., Chapter 833, Enlistments, Executive Order 9397 (SSN), as amended. □                      PURPOSE: To document the member's decision on selling all, part, or no leave in conjunction with their reenlistment or first voluntary extension. □                      ROUTINE USE: Disclosures generally permitted under 5 U.S.C. 552 a(b) of the Privacy Act, may be specifically disclosed outside DoD as a routine use pursuant to 5 U.S.C. 552a(b)3, the "Blanket Routine Uses" Apply. □                      DISCLOSURE: VOLUNTARY. However, if the information is not provided, the request to settle leave balance may not be processed.                      SORN(s): F036 AF PC G, Selective Reenlistment Consideration</small>			
I. IDENTIFICATION DATA			
NAME (Last, First, Middle Initial)	GRADE	SSN	
UNIT OF ASSIGNMENT	DUTY PHONE (DSN)	ETS	DOS
II. LEAVE SETTLEMENT ON REENLISTMENT			
In conjunction with my reenlistment on _____, I hereby make the leave settlement election as indicated below. I understand if I am in an advance leave or excess leave status at this time, I should immediately report to the Accounting and Finance Office for counseling concerning the treatment of advance or excess leave upon reenlistment. I understand and acknowledge that I cannot sell more than 60 days accrued leave during my entire military career. I UNDERSTAND AND ACKNOWLEDGE THAT I WILL NOT BE ALLOWED TO CHANGE MY ELECTION ONCE I HAVE REENLISTED.			
INITIAL/MARK	INITIAL/MARK		
A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE.	<input type="checkbox"/>		
B. CARRY FORWARD ALL OF MY ACCRUED LEAVE.	<input type="checkbox"/>		
C. CASH SETTLEMENT FOR _____ DAYS.	<input type="checkbox"/>		
DATE	SIGNATURE OF MEMBER		
III. LEAVE SETTLEMENT ON ENTRY INTO FIRST EXTENSION OF ENLISTMENT			
In conjunction with me entering my first extension on _____, I hereby make the leave settlement election as indicated below. I acknowledge full understanding that I cannot sell any accrued leave on entry into a second or later extension I make to my current enlistment. I understand that if I apply for voluntary separation, any leave sold upon entry into my first extension of enlistment will effect the number of terminal leave days I have available. I also understand that if I am in an advance leave or excess leave status at this time, I should immediately report to the local Accounting and Finance Office for counseling concerning the treatment of advance or excess leave upon entry into an extension. I understand and acknowledge that I cannot sell more than 60 days accrued leave during my entire military career. I UNDERSTAND AND ACKNOWLEDGE THAT I WILL NOT BE ALLOWED TO CHANGE MY ELECTION ONCE I AM WITHIN 10 CALENDAR DAYS OF THE EFFECTIVE DAY OF MY ENTRY INTO THE EXTENSION OF ENLISTMENT.			
INITIAL/MARK	INITIAL/MARK		
A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE.	<input type="checkbox"/>		
B. CARRY FORWARD ALL OF MY ACCRUED LEAVE.	<input type="checkbox"/>		
C. CASH SETTLEMENT FOR _____ DAYS.	<input type="checkbox"/>		
DATE	SIGNATURE OF MEMBER		
REMARKS			
IV. LEAVE SETTLEMENT AT END OF MPA/RPA TOUR (RC ONLY)  In conjunction with my projected end of MPA/RPA tour on _____ and order number _____, I hereby make the leave settlement election as indicated below. I understand and acknowledge that I cannot sell more than 60 days of non-excepted accrued leave (leave earned for continuous active duty over 365 days not in support of contingency operations) during my entire military career with exception to Special Leave Accrual. I understand CZTE will be used first during my next chargeable leave period. I understand I cannot sell carryover leave when not on MPA/RPA tour of duty and I cannot use leave while on Annual Training or Inactive Duty Training.			
A. CASH SETTLEMENT FOR ALL OF MY ACCRUED LEAVE (_____ DAYS). B. CARRY FORWARD ALL OF MY ACCRUED LEAVE (_____ DAYS). C. CASH SETTLEMENT FOR _____ DAYS ACCRUED LEAVE. CARRYOVER _____ DAYS ACCRUED LEAVE.  The Carry Forward Leave includes _____ days of CZTE.			
DATE	SIGNATURE OF MEMBER		



# **U.S. AIR FORCE**

This supersedes previous guidance in Phase I